

Mono County Community Development Department

P.O. Box 3569
Mammoth Lakes, CA 93546
(760) 924-1800, fax 924-1801
inspection hotline: (760) 924-1827
commdev@mono.ca.gov

Building Division

P.O. Box 8
Bridgeport, CA 93517
(760) 932-5430, fax 932-5431
www.monocounty.ca.gov

HCD FORM 433 (a) INFORMATION

HCD Form 433 (a): "Notice of installation of a manufactured home (mobile home) or commercial coach on a permanent foundation."

1. *What is the purpose of HCD Form 433(a)?*

When completed by the Mono County Building Division and recorded by the Mono County Clerk-Recorder, the form certifies that the manufactured home was installed on a California-approved permanent foundation or foundation system.

2. *Who completes the form?*

The owner completes the Owner Information Section and the Unit Description* section, and the Mono County Building Division completes the remaining sections. *The manufacturer's name, date of manufacture, model name/number, and serial number can be found on the Manufacture Data Plate usually located on the base cabinet under the kitchen sink. The insignia (State of California) numbers can be located on each unit section, usually at the back end of each unit section (Note: Two insignia numbers are required for a double-wide and three insignia numbers for a triple-wide).

3. *What is the cost to process the form?*

Two separate checks are required to process the form: one check in the amount of \$7 payable to the Mono County Clerk-Recorder and one check payable to HCD based on \$11 per unit section; i.e., a double wide is \$22 and a triple wide is \$33.

4. *When is the form to be submitted for processing?*

The form can be submitted for processing after all the required building foundation and home attachment inspections have been completed and approved by the Mono County Building Division.

5. *Where do I submit the form and fees?*

Submit the completed HCD Form 433(a) and required fees (check only) to Terri Jennings (760-932-5432) at the Community Development Department/Building Division, Courthouse Annex I, P. O. Box 8, Bridgeport, CA 93517. Upon receipt of the completed form, required fees, and verification of inspection approval, the form will be recorded by the Mono County Clerk-Recorder.

6. *What happens after the form is recorded?*

A recorded copy is sent to the California Housing and Community Development and to the property owner in conjunction with a final Certificate of Occupancy.

RECORDING REQUESTED BY:

AND WHEN RECORDED MAIL TO:

NAME

STREET
ADDRESS

CITY,
STATE
and ZIP

SPACE ABOVE THIS LINE FOR RECORDER USE ONLY

**NOTICE OF MANUFACTURED HOME (MOBILEHOME) OR COMMERCIAL COACH,
INSTALLATION ON A FOUNDATION SYSTEM**

Recording of this document at the request of the local agency indicated is in accordance with California Health and Safety Code Section 18551. This document is evidence that such local agency has issued a certificate of occupancy for installation of the unit described hereon, upon the real property described with certainty below, as of the date of recording. When recorded, this document shall be indexed by the county recorder to the named owner of the real property and shall be deemed to give constructive notice as to its contents to all persons thereafter dealing with the real property.

REAL PROPERTY OWNER/LESSOR

MAILING ADDRESS

CITY COUNTY STATE ZIP

INSTALLATION MAILING ADDRESS, IF DIFFERENT

CITY COUNTY STATE ZIP

UNIT OWNER (If also property owner, write "SAME")

MAILING ADDRESS

CITY COUNTY STATE ZIP

LOCAL AGENCY ISSUING PERMIT and CERTIFICATE OF OCCUPANCY

MAILING ADDRESS

CITY COUNTY STATE ZIP

BUILDING PERMIT NO. TELEPHONE NUMBER

SIGNATURE OF LOCAL AGENCY OFFICIAL DATE

DEALER NAME (If not a dealer sale, write "NONE")

DEALER LICENSE NO.

UNIT DESCRIPTION

MANUFACTURER'S NAME DATE OF MANUFACTURE MODEL NAME/NUMBER

SERIAL NUMBER(S) LENGTH X WIDTH INSIGNIA/LABEL NUMBER(S)

REAL PROPERTY LEGAL DESCRIPTION ASSESSOR'S PARCEL NUMBER



HCD FORM 433(A) Rev. 8/91

WHITE—County Recorder CANARY—HCD PINK—Applicant GOLDENROD—Building Dept.